

MAY 24 1954

MEMORANDUM FOR: Deputy Director (Administration)

THROUGH : Chief, Management Staff

SUBJECT : Request for Change in Table of Organization,
Office of Personnel

REFERENCE : Staff Study from ADP to ADDA, and attachments, dated
6 April 1954, Subject: Establishment of Manpower Unit
in Office of Personnel (Tab A).

1. Reference Staff Study and attachments set forth details concerning the personnel mobilization planning responsibilities including the development of a CIA Civilian Personnel Reserve, recently assumed by this Office at the direction of the Deputy Director of Central Intelligence, and as previously outlined in my memorandum to you dated April 6.

2. To implement this program, it is considered necessary to activate the Mobilization Planning Branch within the existing Plans, Research and Development Staff of this Office, and to effect related changes in the organizational and staffing structure of this Staff. In addition, it is requested that the designation of the Staff be changed to the Planning and Analysis Staff. The current and proposed functions and organization of the Staff are outlined in Tab B hereto. To provide the four additional civilian spaces required for the Planning and Analysis Staff without increasing the Office ceiling, it is necessary that the following positions in the Personnel Procurement Division be abolished:

Departmental Recruitment Branch,		
Recruitment Assistant	GS-9	Q188.01
Clerical Recruitment Branch,		
Recruitment Assistant	GS-9	Q181.03
		Q181.04
Specialized Recruitment Branch,		
Personnel Clerk (Type)	GS-5	Q197.01

The proposal calls for authorization of one military position to provide services in connection with the mobilization planning function.

3. It is further requested that the position of Personnel Clerk (Typing) GS-5 be established in the Classification and Wage Division, Office of the Chief. The position will function as secretarial assistant to the Assistant Division Chief and will be additionally responsible for the maintenance of the master Table of Organization for the agency, the processing of Table of Organization changes and supporting approvals, and the dissemination of T/O changes and T/O reports. These services have

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been performed intermittently by clerical personnel on detail from the operating Branches of the Division, but increased work load in the Branches has made continuance of the detail impractical. To provide the required ceiling space, the position of Personnel Clerk (Typ), GS-5, Q316.02, Placement and Utilization Division, Placement Branch, will be abolished.

4. Table of Organization Changes proposed herein will not change the currently authorized civilian ceiling of this Office of 282. One military position will be added to the Table of Organization. It is anticipated that changes proposed can be accomplished without budgetary problems.

SIGNED

Harrison G. Reynolds
Assistant Director for Personnel

2 Enclosures

1. Reference Staff Study and Attachments - Tab A
2. Current and Proposed Functions and Staffing, Planning and Analysis Staff - Tab B